



S.R.D.S.P Mandal's

**Shri Pancham Khemraj
Mahavidyalaya,
Sawantwadi
(Autonomous)**

Affiliated to University of Mumbai,

**NAAC Re-Accredited 'A' Grade
in 3rd Cycle with 3.06 CGPA in
May 2019**

Administrative Policy Document

Administrative Policies

Shri Pancham Khemraj Mahavidyalaya, Sawantwadi (Autonomous)

(Affiliated to University of Mumbai)

Objectives

- To ensure transparency and fairness in administrative processes
- To maintain discipline, ethics, and professionalism among students and staff
- To provide a safe, secure, and inclusive campus environment
- To establish an effective grievance redressal mechanism
- To implement rules and regulations as per University of Mumbai and government guidelines

Goals

- Smooth and merit-based admission process
- Development of a disciplined and ethically responsible academic community
- Quick and fair resolution of grievances
- Prevention of ragging and promotion of a safe campus culture
- Strengthening institutional integrity, accountability, and governance

1. Admission Policy

The admission process is conducted in a transparent and merit-based manner as per the norms of the University of Mumbai and government regulations. Reservation policies are strictly followed, and admission details are communicated clearly through official notices.

2. Code of Conduct for Students and Staff

The institution maintains a well-defined code of conduct to ensure discipline, respect, and professionalism. Students and staff are expected to follow ethical practices, maintain regular attendance, and uphold the reputation of the institution.

3. Grievance Redressal Policy

A structured grievance redressal mechanism is established to address concerns of students and staff. Complaints are handled promptly and fairly through designated committees ensuring transparency and confidentiality.

4. Anti-Ragging Policy

The institution follows a strict zero-tolerance policy towards ragging as per UGC guidelines. Anti-ragging committees and squads are formed to prevent and address any such incidents, ensuring a safe and supportive campus environment.

5. Discipline and Ethics Policy

The college promotes discipline, integrity, and ethical behavior among students and staff. Any misconduct is dealt with as per institutional rules, ensuring fairness and corrective measures.

Implementation Methods

➤ Admission Policy

- Admissions are conducted through an online/offline centralized system as per University of Mumbai guidelines.
- Merit lists are prepared and displayed transparently on notice boards and the official website.
- Reservation policies and government norms are strictly followed.

➤ **Code of Conduct for Students and Staff**

- The code of conduct handbook is circulated to all students and staff at the beginning of the academic year.
- Orientation programs are conducted to create awareness about expected behavior and institutional values.
- Monitoring committees ensure adherence to rules and take corrective actions when required.

➤ **Grievance Redressal Policy**

- A Grievance Redressal Cell is established with designated faculty members.
- Complaints can be submitted through written applications or online platforms.
- Issues are resolved within a stipulated time frame with proper documentation and confidentiality.

➤ **Anti-Ragging Policy**

- Anti-Ragging Committee and Squads are formed as per UGC norms.
- Students and parents submit anti-ragging affidavits during admission.
- Regular awareness programs and strict surveillance ensure a ragging-free campus.

➤ **Discipline and Ethics Policy**

- Discipline committees monitor student behavior and campus activities.
- Regular counseling sessions are conducted to promote ethical values.
- Violations are addressed through a fair and transparent disciplinary procedure.